



City of Tempe

ADMINISTRATIVE ASSISTANT I+

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	067	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Citywide	<i>Salary / Hourly Minimum:</i>	\$15.925481
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$21.499519
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Administrative Assistant II+
<i>Drug Screen / Physical:</i>	Y	<i>EEO4 Group:</i>	Administrative Support

DISTINGUISHING CHARACTERISTICS

This is the entry-level class to the Administrative Assistant series. This class is distinguished from the Administrative Assistant II+ by the performance of the more routine tasks and duties assigned to positions within the series. Since this class is typically used as a training class, employees may have limited directly related work experience.

REPORTING RELATIONSHIPS

Receives general supervision from management, professional, technical or higher level administrative assistant or management assistant positions.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Six months of general clerical experience including public contact.
<i>Education:</i>	Equivalent to the completion of the twelfth grade. Additional specialized clerical training is desirable.
<i>License / Certification:</i>	None

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of general clerical to administrative support duties for a City department, division, or program; and to provide information and assistance to the public.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Type and proofread a variety of documents including general correspondence, agendas, reports, memos and statistical charts from rough draft, recordings, forms, copy, notes, or verbal instruction. May sign and distribute form letters.
- Perform a variety of routine clerical work including filing, billing, verifying and recording information on records.
- Act as a receptionist; answer the telephone and wait on the general public, providing routine and general information on departmental and City policies and procedures as required; refer telephone calls to appropriate department personnel.
- Compile data for statistical and financial reports; maintain a variety of statistical records; check and tabulate basic statistical data; prepare simple statistical reports.
- Process personnel, payroll and purchasing information; order and maintain office supplies; resolve errors in orders received and on invoices.
- Perform record keeping for various funds and expenditures; maintain inventory records and other department and program files.
- Sort and file documents and records, maintain alphabetical, index, and cross-reference files.
- Operate a computer, calculator and/or other office equipment.
- Receive, sort and distribute incoming and outgoing correspondence.
- Issue, receive, type and possess various applications, permits and forms
- May receive incoming telephone and voice radio calls, record required information and use voice radio to dispatch necessary City services; maintain radio contact with City units.
- May maintain and control petty cash fund; accept payment of fees and make change; maintain and process cash records.
- May enter data and information into computer.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Pending

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn

Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective March 2006 (newly created flexible classification series)

Revised April 2015 (Update min quals for level I)